

[Unconfirmed](#)

CLAHRC NWC Steering Board Meeting Minutes
Thursday 14th March 2019 1300-1500pm
The Engine Room, Birchwood Park, Birchwood, Warrington

Attendees

Bill Sang	Chair
Mark Gabbay	CLAHRC
Jane Cloke	CLAHRC
Caroline Watkins	UCLan
Ed Gaynor	LCCG
Jennie Popay	Lancaster
Martin Wilby	The Walton Centre
Paul Brown	The Royal Liverpool Teaching Hospital
Louise Hardman	Liverpool Womens Hospital
Lynn Hedgecoe	Public Advisor
Neil Joseph	Public Advisor

Teleconference

Cecil Kullu	Merseycare
Nigel Harrison	UCLan
Liz Mears	Innovation Agency
Anna Pearson	NWB

Apologies

Liz Petch	Blackpool Council
Munir Pirmohamed	LHP
Ken Barnsley	Blackburn with Darwen Council
Jules West	Royal Liverpool and Broadgreen
Hayley Citrine	The Walton Centre
Aiden Kehoe	Royal Liverpool and Broadgreen
Helen Bromley	Cheshire West and Chester Council
Mark Turner	Liverpool Womens Hospital

Prior to the meeting, with great sadness, it was reported that since the last meeting Ruth Young had passed away. There has been just under £1000 raised for her son, Daniel, and his new family.

There has been an award set up in her name; Outstanding Contribution to Research and Impact of which Daniel was awarded at the Research and Innovation Awards on 07th March. A research bursary has been set up in her name with Blackburn with Darwen Council.



1. Welcome and Introductions

The chair welcomed everyone to the meeting and introductions were given.

2. Declarations of interest

There were no declarations of interest at this time.

3. Minutes from previous meeting

The minutes were agreed to be a true reflection.

Action: SG to arrange for minutes to be uploaded to the website.

4. Progress on Action Points and matters Arising

MG reported that the ARC is still embargoed and anything said in this meeting will go no further. A small number of CLAHRCs were asked to resubmit certain elements of their application, ours was submitted on 26th February. The outcome of this will not be known until May. Thereafter the timetable for a public announcement is unclear. Regrettably this means that staff within CLAHRC will be identified as 'at risk' of redundancy.

5. Directors Report

• Theme Progress Report

The themes with the most activity are KE and PH. The 2nd wave data from the HHS has been received. There were 7000 households overall, 1500 of which were from wave 1 but only half of those were the same people reflecting changes in occupancy or respondents.

Clarissa Giebel's paper 'What are the social predictors of A&E attendance in disadvantaged neighbourhoods? Results from a cross sectional HHS in the North West of England' featured in the BMJ Open and also on the news.

There are currently 21 Implementation Projects within PPP3.

We have had over half of the final reports from PPP1&2.

• Finance Report

There is an underspend on the NIHR budget. It has been decided to spend less on the cash match to balance the NIHR money.

PPP3 have only just submitted their project costings so a breakdown of match funding will be available for the next SB meeting.

Action: KP to collate a breakdown for PPP3 matchfunding.

• Risk Register

All green items have been removed from the register.

Letters for partners will be sent imminently outlining their match funding and listing projects they have been involved in.

Steering Board engagement is still a continuing risk although the new structure for ARC, if approved, will operate from October.

P7(2) (subject?) the likelihood of this needs to be changed.

Action: KP to change this.

6. Review of Governance Arrangements

MG outlined what the governance hierarchy within the ARC would look like. The role of the Steering Board would become slightly more distant and overarching with the sub-committee still signing off on proposals.

Discussions to be had around identifying an independent chair for the ARC and what the recruitment process will be for Board membership, given the increased number of partners.

7. Sub-committee report from 08th March 2019

EG reported that the sub-committee had reviewed 14 applications. All were very interesting and very relevant, the committee were pleased with the focus however some of the paperwork was not completed to the standard required and financial information was missing.

Action: Approval was given, subject to completion of the application details.

8. Public Engagement Update

The hours of advisor attendance has increased to 502 hours. There is a concern about the recruitment of public advisors but there will not be many opportunities given the short time before the end of CLAHRC. Public advisors are used in dissemination and implementatio, a welcome support commended to all projects.

9. Capacity Building

All PhD students are on track for completion.

Recruitment is now taking place for post-grad interns to use the remaining internship money; there are 5 places available.

10. Communications Update

Three PA attended the Meet the Scientist event at the Liverpool Museum.

A number of advisors also attended the Research and Innovation awards that took place at the Hilton on 07th March.

There is a Implementation Support Template being produced on the CLAHRC website. All projects need to have an implementation report.

The team was congratulated on the organisation of the highly successful 'Research and Innovation Awards' event held on 7th March.

11. Feedback from CLAHRC Away Day

The Away Day that was held in January focused entirely on the CLAHRC legacy given the position on ARC. Ensuring completion of approved projects and programmes was stressed. Discussions centered on how and what the legacy would be without the ARC and how to encourage the partnerships to continue and build on the work from CLAHRC.

Action: MG to summarise the notes from the Away Day and circulate.

Action: Set aside time at the next SB meeting to discuss the legacy of CLAHRC and the sustainability of partnerships

12. Any other business

JC reported that the Annual Report forms are now out; there are only small changes to last years. The deadline for the activity forms and finance information is 15th May and the narrative and added value forms deadline is 22nd May. The aim is to have a final draft by 01st May to submit to LCCG, finance team and Steering Board, to be returned by 10th May. We are also anticipating a final report two months before the end of the contract.

13. Date of next meeting 13th June 2019 1300-1500pm

